SOUTHWEST FLORIDA WATER

MANAGEMENT DISTRICT

Online Cooperative Funding Initiative

Applicant Guide

Revision Chronology		Review Date	8/1/2020
		Assigned Reviewer	
Document ID	**Effective Date**	**Reason for Change**	
V.1.0	8/1/2020	Initial Creation	
v.1.1	7/24/2020	Edits to tabs (screenshots) and minor guidance edits (Rita H.)	
v.1.1	7/28/2020	Add screenshots of Print Function on Submit tab (Rita H.)	

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General Information

The purpose of this document is to assist CFI Applicants in accessing and completing the online Cooperative Funding Initiative (CFI) application. This document is intended to not only describe how to register, but it also describes the application data entry procedures in detail. Project specific questions can be directed to the staff contacts identified in the applicable project section of the CFI Guidelines document. Applicants should contact one of the government affairs regional managers for questions relating to the CFI program. Contact information and Project specific information can be found on the CFI webpage. If you experience any issues with the online CFI application (logging in, uploading required documents, etc.) please contact the CFI System Administrator Rita Harrod at (800) 423 - 1476 x4269.

Things to Know Before Getting Started

This application(s) can be done in multiple sittings. However, Applicants must complete the entire Application tab and Save in order to generate the application. After the application tab has been completed and saved, Applicants may return to edit as many times as needed prior to final submittal before the deadline.

All fields annotated with a red asterisk are required. Applicants cannot submit application with incomplete required fields.

Applicants that create more than one application may switch between applications by using the dropdown located above the application tabs. Please see the “Submitting Multiple Applications” Section.

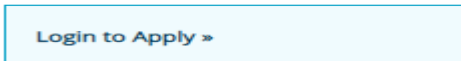
Current browser compatibility is: Chrome, Edge, Safari

How to Register

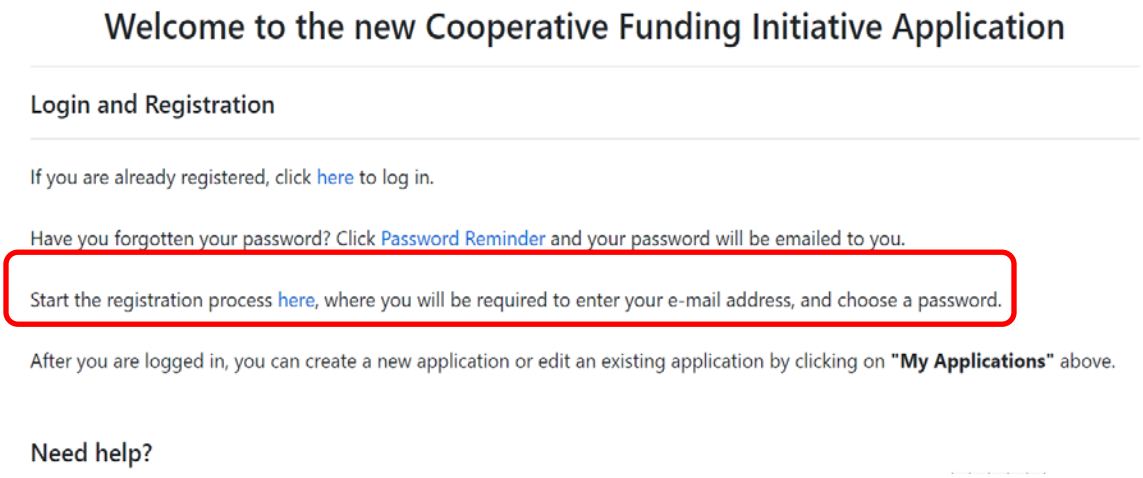
Registration will be open year-round, however, the online application submittal period will only be available 10:00am August 6, 2020 to 5:00pm October 2, 2020. Applications will not be accepted or considered after the deadline. Users should be aware that during non peak hours some minor interruptions may occur due to patches, server reboot, etc.

Go to the Southwest Florida Water Management District’s website at:
https://www.swfwmd.state.fl.us/business/finance/cooperative-funding-initiative

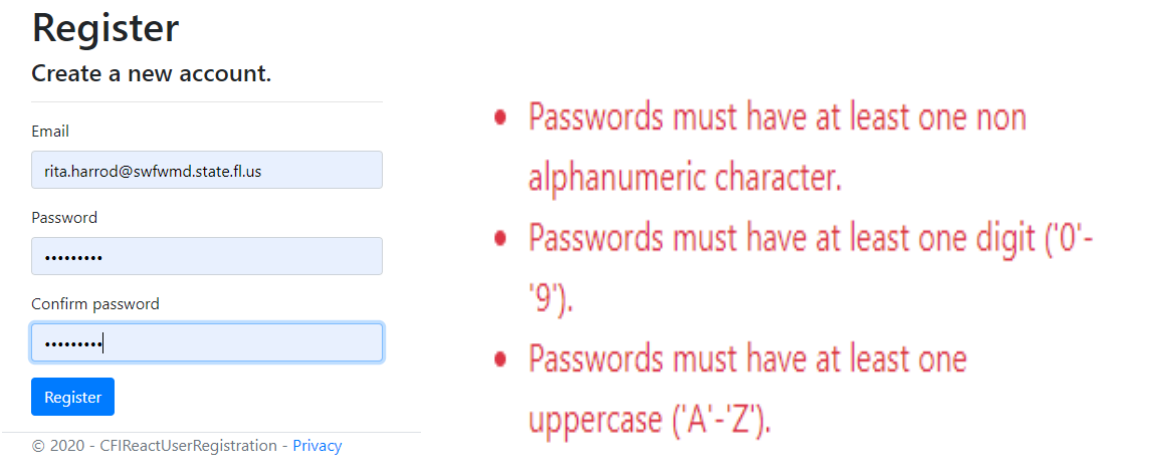
- Click on Login to Apply link



- Next, click the link next to “Start the registration process here”.



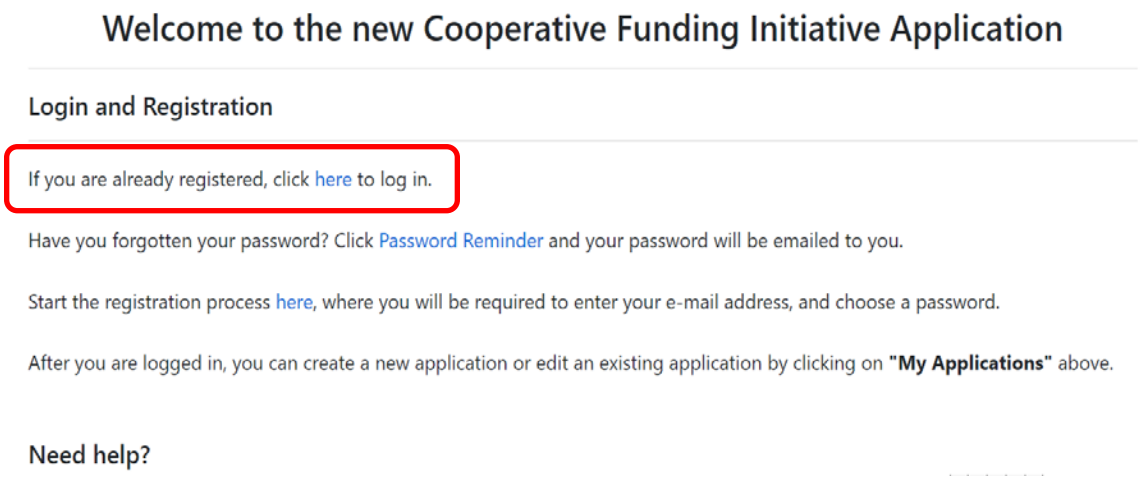
The “Register” page will appear. Please take note of the password requirements. Click on Register when done.



Upon completion of the registration, applicants will be directed back to the Welcome page. Applicants should follow the instructions for Returning to the CFI Online Application seen below.

Returning to the CFI Online Application After Registration

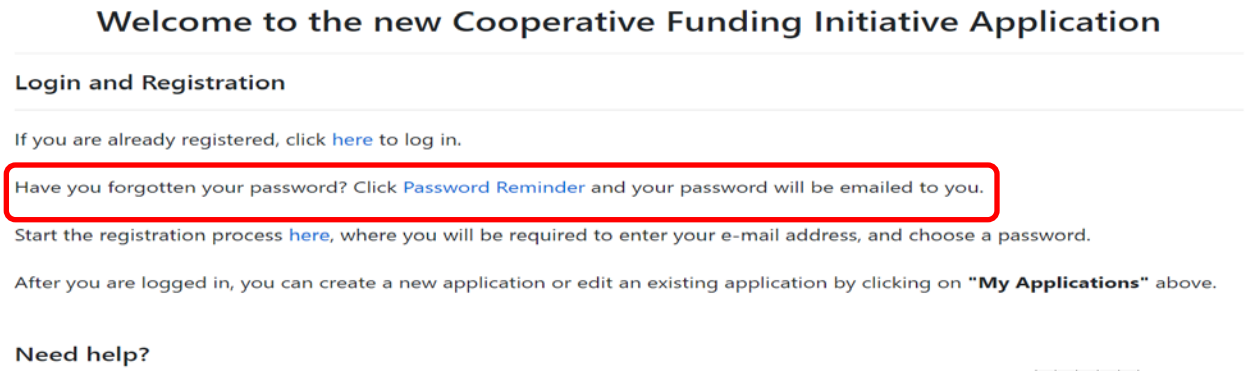
Returning Applicants may use the “If you have already registered” link upon re-entry into the system.



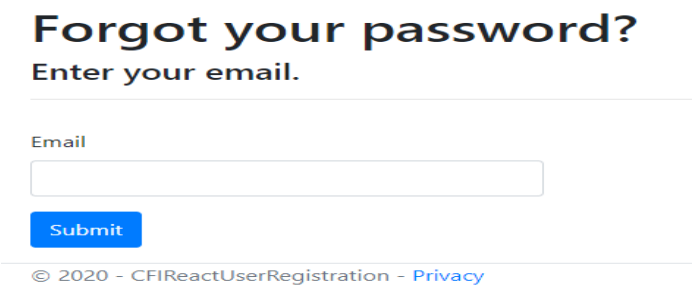
Applicants may also use the login located near the top right.

Password Reminder

Applicants that have forgotten their passwords should use the Password Reminder link.



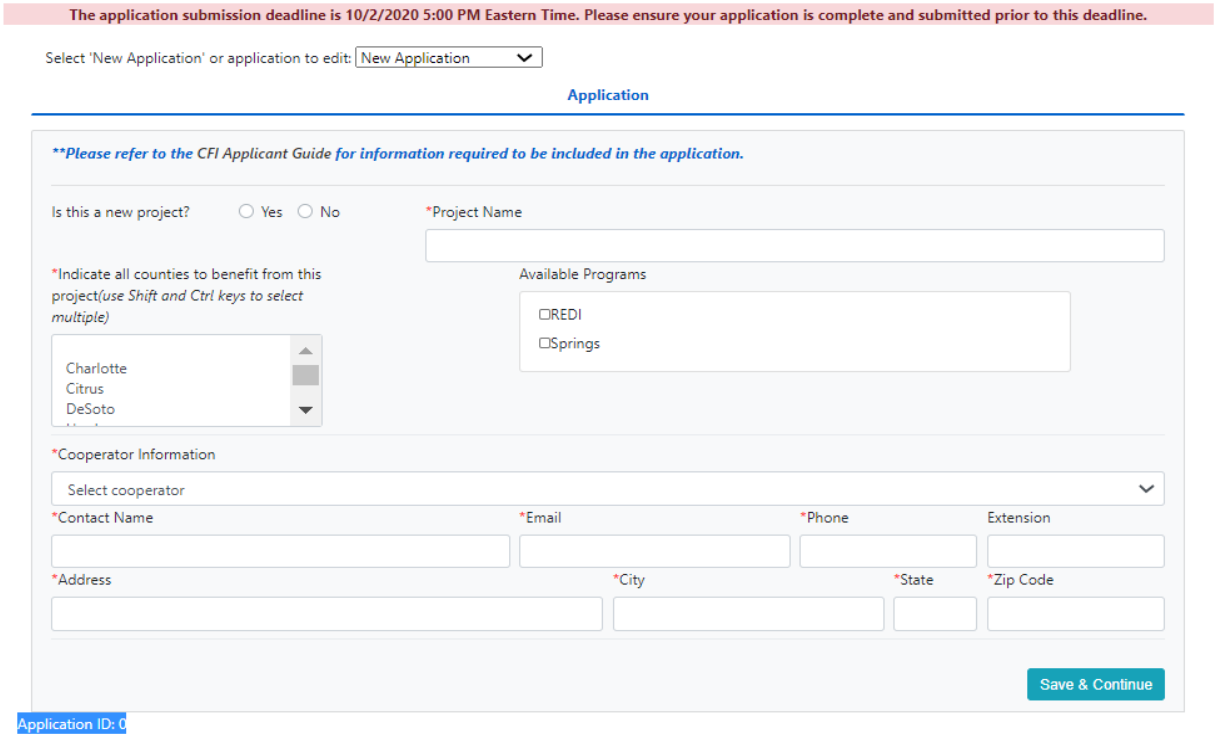
A Reset Password email will be sent to the email entered. Use the link found in the email to reset the password.



The Reset Password email will be sent from the SWFWMD CFIAdmin Email account, it is safe to use this link.

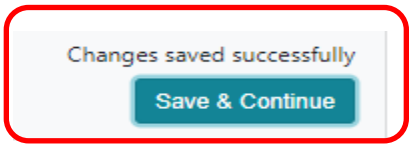
REGISTRATION COMPLETE – STARTING A NEW APPLICATION

Upon completion of Registration, Applicants are directed to a New Application tab. Applicants must complete the entire page in order to Save & Continue.



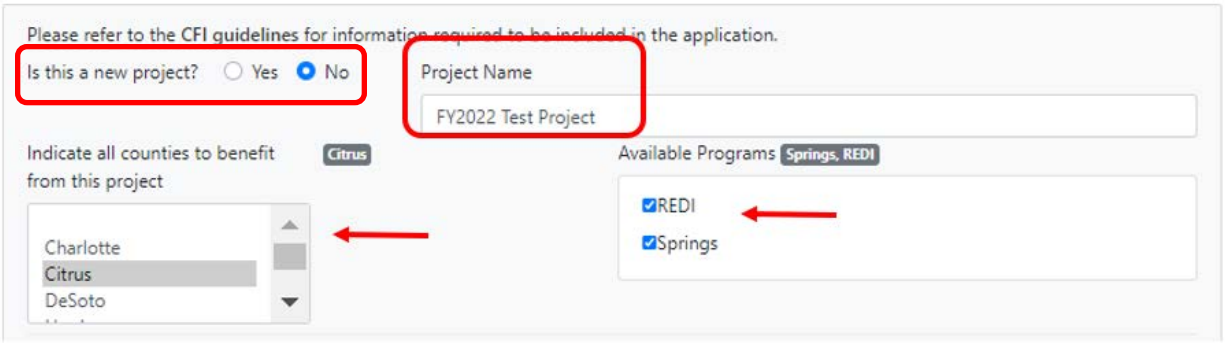
Page Tip: Upon completion of all fields and clicking the Save & Continue button, the remaining tabs of the application will display and become available for data entry.

Overall Application Tip: Upon clicking the Save & Continue button, changes are saved for the specific tab completed/edited. Users are notified that changes have been saved via message, seen below.



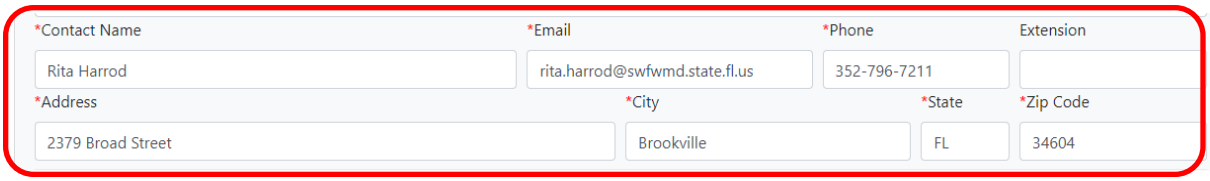
APPLICATION TAB

- Using the radio button, select Yes/No if this is a “New Project”.
- Enter a Project Name. For ongoing multi-year project requests please insert the exact project name that was used in prior years.
- Using the dropdown, select applicable county. Applicants may select multiple counties. Counties selected will appear above list.
- To remove a selected county, click on the highlighted county. It will be removed from the list.
- If applicable, select the program associated with this application. Program selection will display next to 'Available Programs'.
  - REDI selection will require eligibility documentation to be uploaded on the Documents tab.

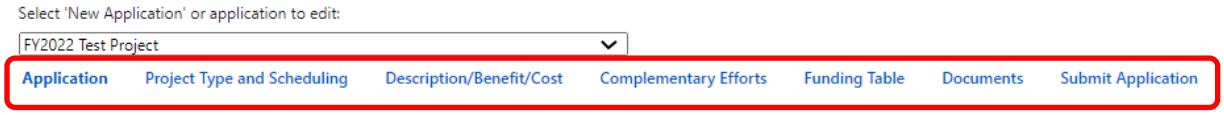


- Using the Cooperator Information dropdown, select the entity name. If the Cooperator name is not listed in the dropdown, please call or email the CFI Administrator.

- Complete all Contact information fields. All are required, except Extension.



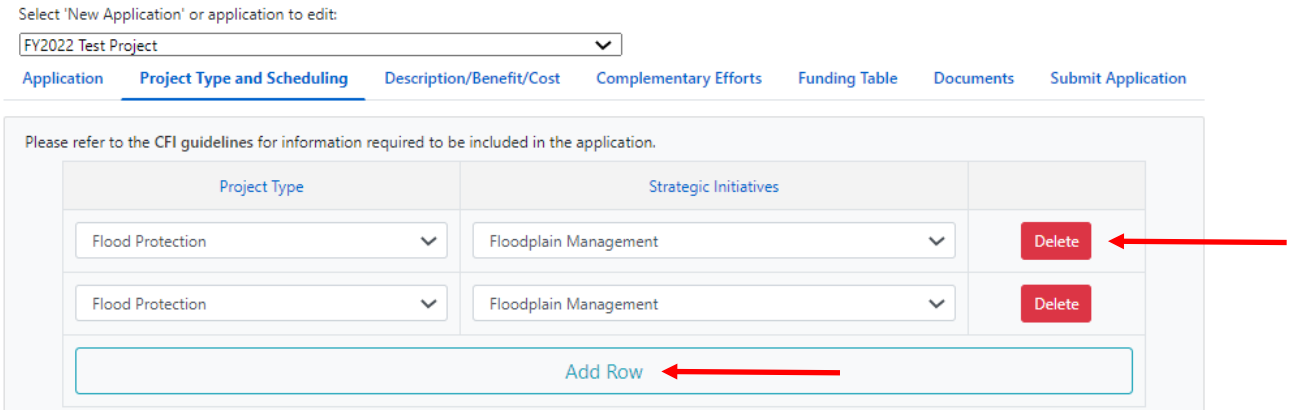
- Upon clicking the 'Save & Continue' button, the remaining tabs will display.



PROJECT TYPE AND SCHEDULING TAB

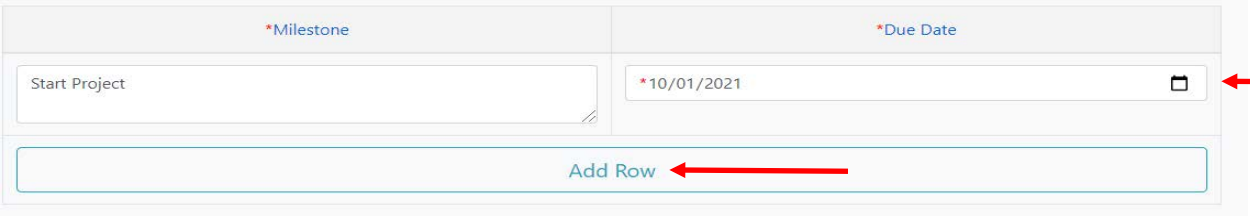
Project Type

- Using the dropdown, select Project Type and the applicable Strategic Initiative. Each Project Type selected requires the applicable Strategic Initiative.
- Multiple rows may be added/deleted as necessary.



Milestone and Due Date

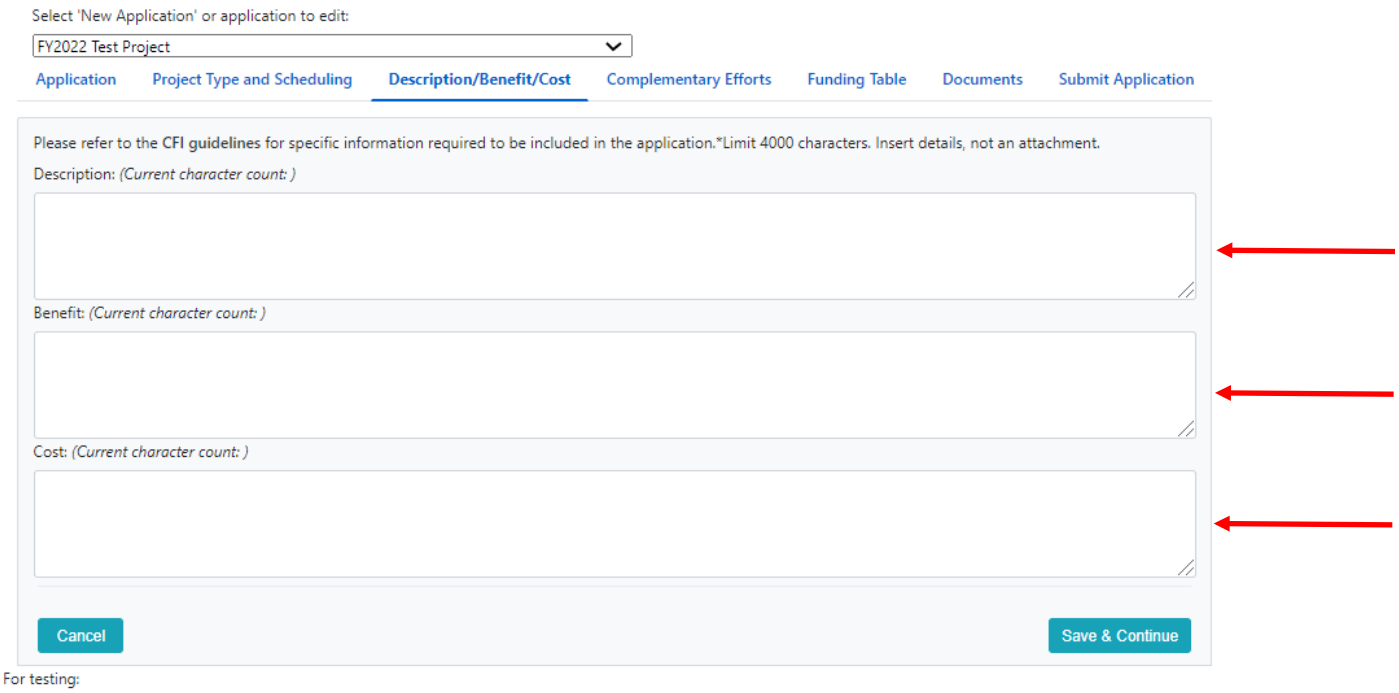
- Click on Add Row, enter a project Milestone and Due Date
- At least one milestone must be entered. Multiple rows may be added/deleted as necessary.
- Save & Continue when done.



Page Tip: Milestone table will be sorted by due date. Sorting will occur after saving and moving to another tab.

DESCRIPTION/BENEFIT/COST TAB

- This tab consists of three separate texts fields with a maximum character limit of 4000 characters. All three fields are required. The CFI Guidelines should be consulted for project specific information.
  - Cut/Copy/Paste or free hand data entry is accepted.
  - Save & Continue when done.



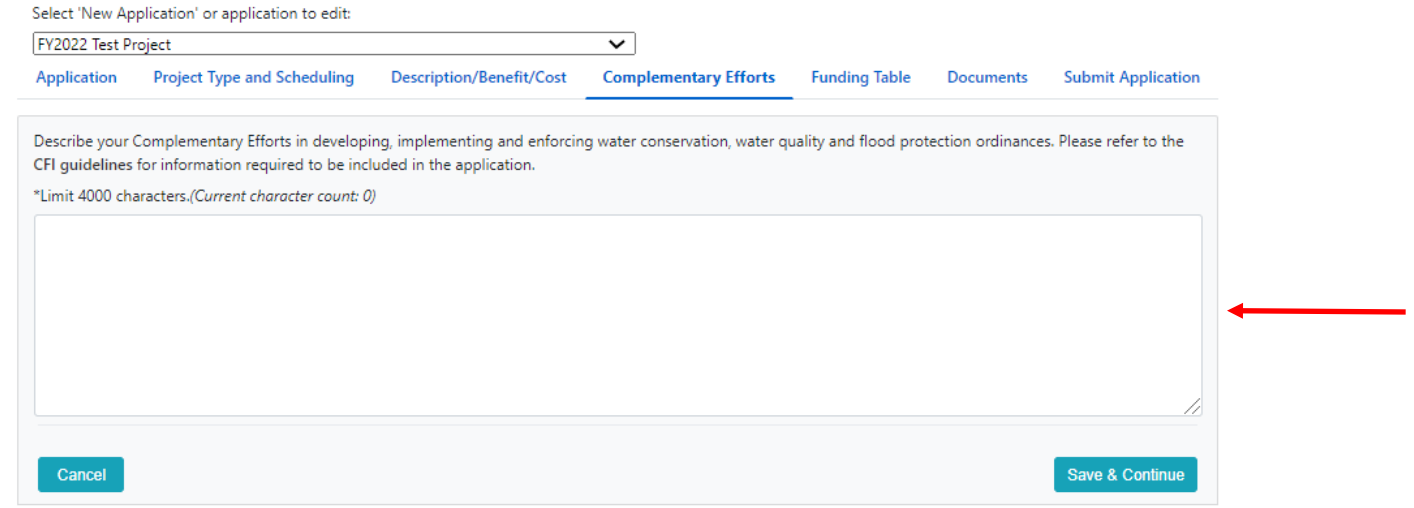
For testing:

Page Tip:

- Text boxes will count characters and display remaining characters available.
- Applicants should NOT insert “See Attached Document”. Information displayed here prints exactly as is on the application.
- When using the copy/cut/paste method, all HTML is stripped out when pasting into the boxes.
- Applicants should consult the CFI Guidelines for project specific information.

COMPLEMENTARY EFFORTS TAB

- This tab consists of one text field with a maximum character limit of 4000 characters.
  - Cut/Copy/Paste or free hand data entry is accepted.
  - Applicants should consult the CFI Guidelines for project specific information.
  - Save & Continue when done.



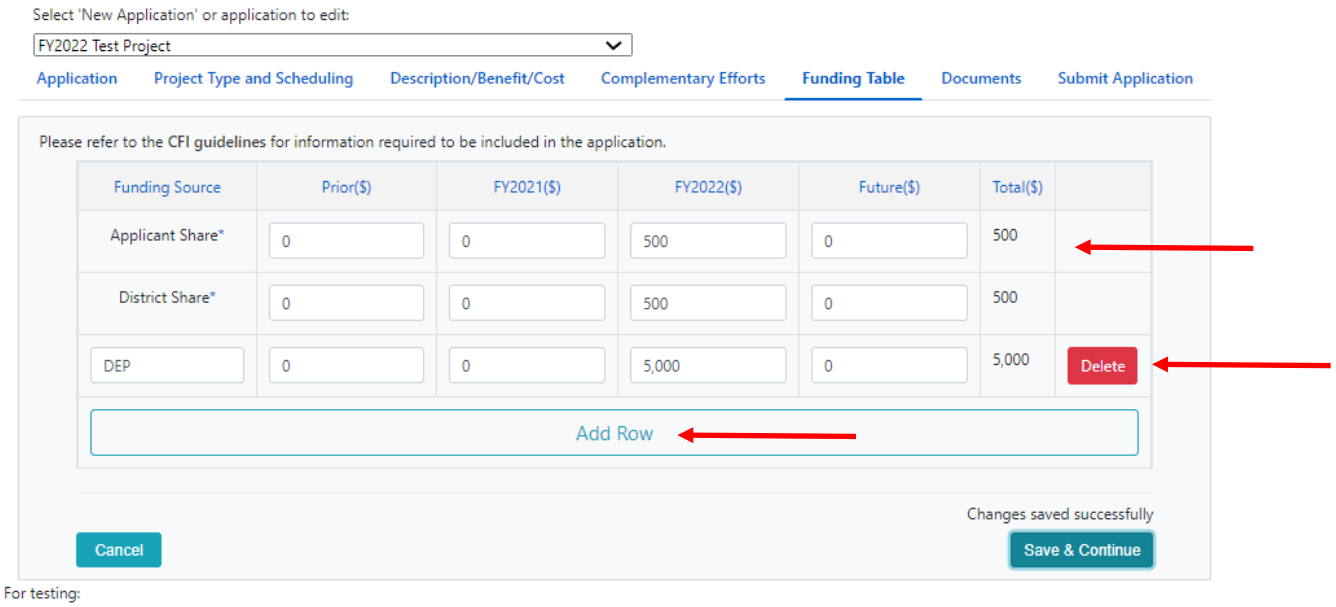
For testing:

Page Tip:

- Text box will count characters and display remaining characters available.
- Applicants should NOT insert “See Attached Document”. Information displayed here prints exactly as is on the application.
- When using the copy/cut/paste method, all HTML is stripped out when pasting into the box.
- Applicants should consult the CFI Guidelines for project specific information.

FUNDING TAB

- The funding table tab, at a minimum must include Applicant and the District's request for funding for the current funding year application request, ex. FY2022.
- To edit amounts, click in the column grid/field on the Funding Source row.
- Applicants can enter additional Funding Sources by clicking on Add Row. Please consult the current CFI Guidelines for additional information regarding funding sources (including State or federal appropriations or grant monies).
- Select Save & Continue when done.



For testing:

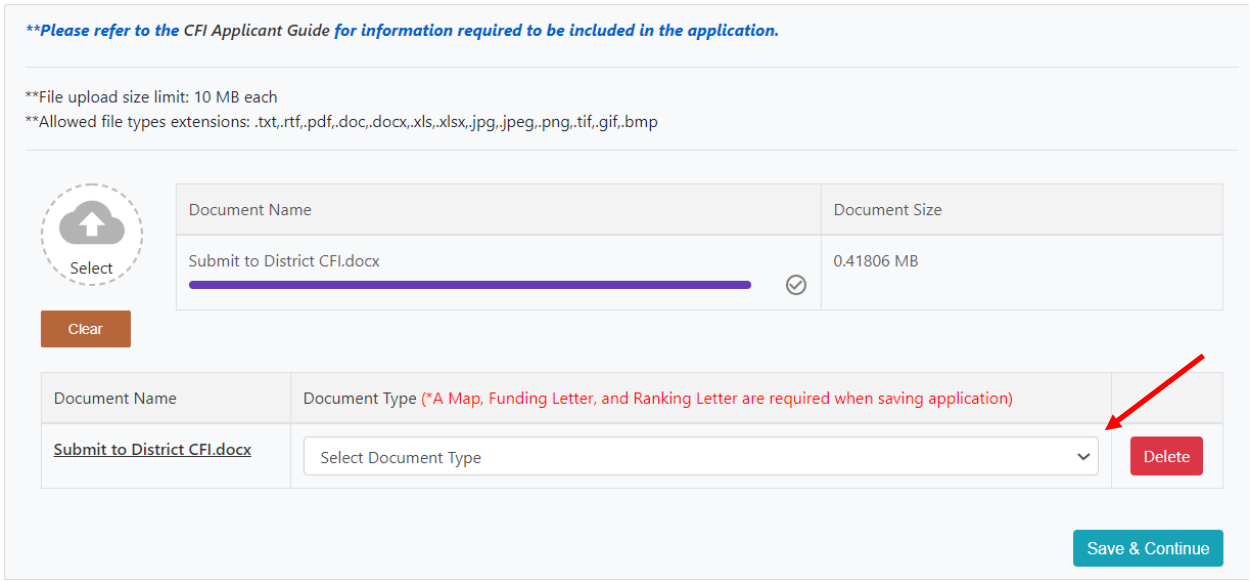
Page Tip:

- **ENTER** whole dollar amounts only.
- **DO NOT** enter, commas, $ signs or special characters.
- Upon data entry of amounts, all rows and amounts will calculate the total and display in the last column.

DOCUMENTS TAB

- Click on Select, when the popup window appears, select the applicable document, click open and the window will close. Applicants may select multiple documents at one time. No more than 10 documents can be uploaded per application.
- The document selected will now appear in the Document name grid; Click on “Click to Upload”

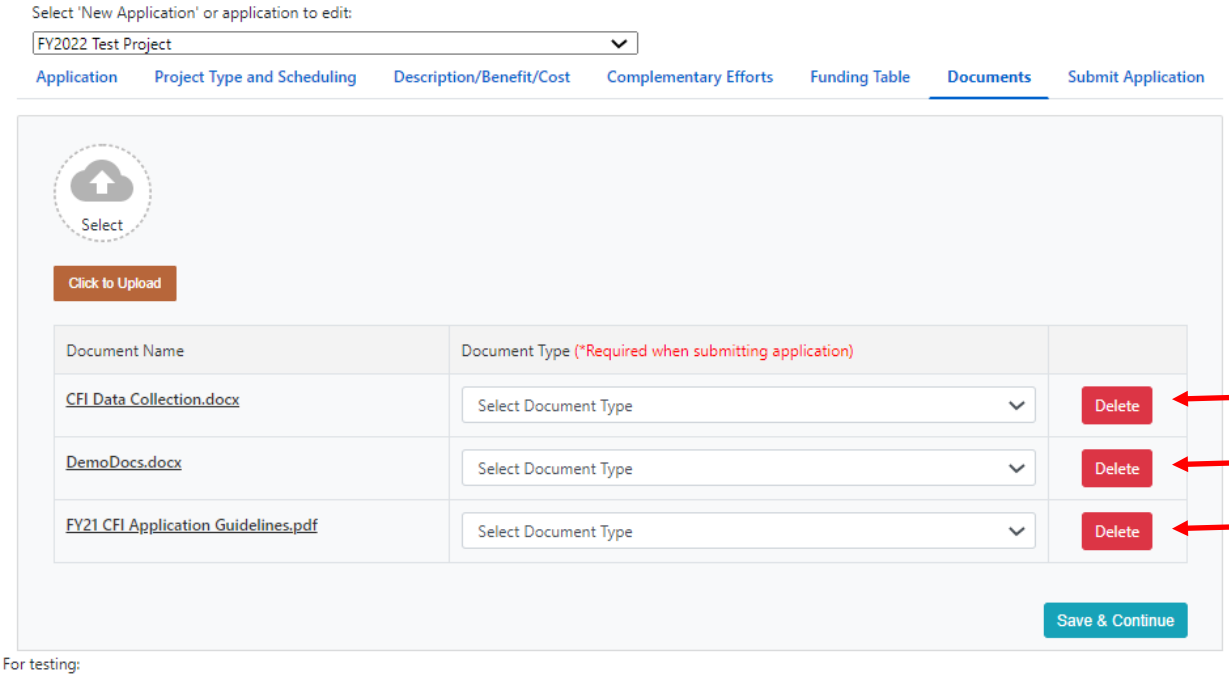
- The selected document will now move to the lower grid. Use the dropdown to select document type. Upon selecting the Document type in the bottom grid, applicants may use the clear button to remove the documents seen to the right.



- At a minimum, a funding and ranking letter and a project location map is required.

- Applicants selecting REDI as a Program, located on the Application tab, must upload the applicable REDI eligibility documentation.
- Applicants should consult the CFI Guidelines for project specific information.
- Multiple documents may be selected/uploaded at one time.
- Select Save & Continue when done.

To delete a document, click on the Delete button next to the document.



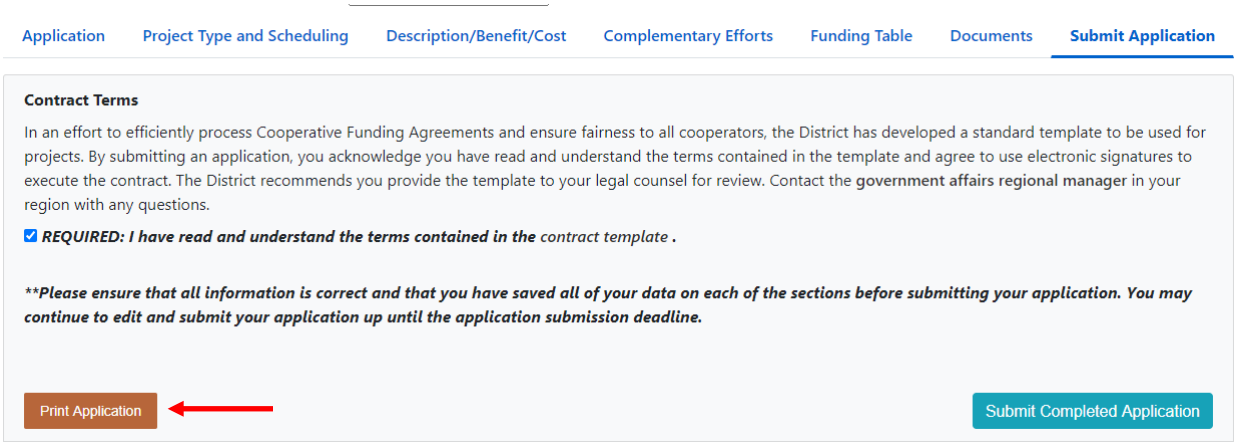
For testing:

Required Documents Additional Information:

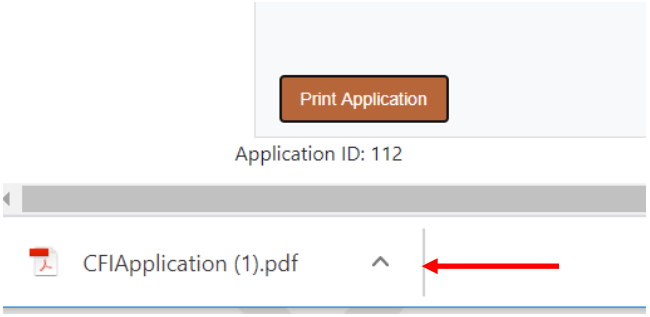
- Funding and Ranking letter must be signed by a Senior Administrator.
- Applicants may combine the funding and ranking information into a single document, however, the document will need to be uploaded twice; once as the funding letter and once as the ranking letter.
- Acceptable file formats: .txt, .rtf, .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .tif, .gif, .bmp
- File size is limited to 10MB.

PRINT APPLICATION

Applicants may print the application prior to or after final submission of the application. The print function is located on the Submit Application tab.



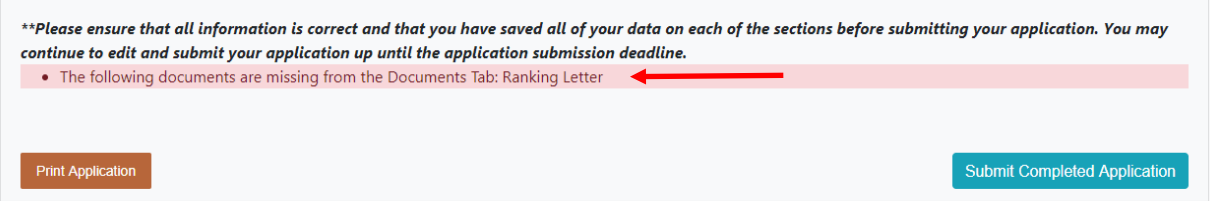
Click on the Print Application function, the application is located in the Download Manager. Click to view and/or print.



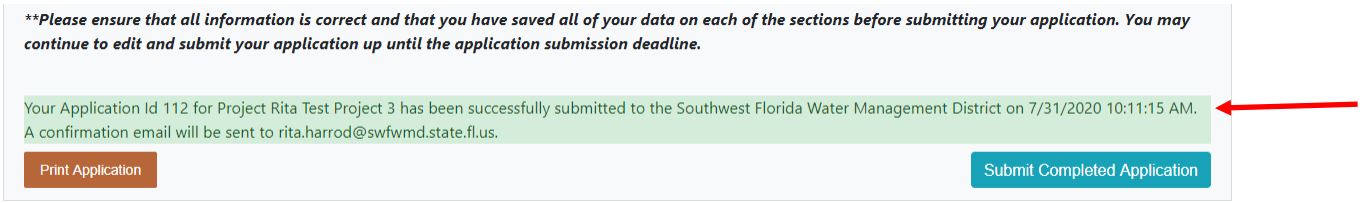
READY TO SUBMIT APPLICATION

Applicants should carefully review the Contract Terms prior to submitting to the District. Applicants should also review all tabs to make certain all required fields are completed and all documents have been uploaded.

Errors/Omissions will display on the Submit Application tab above the Submit Completed Application tab.

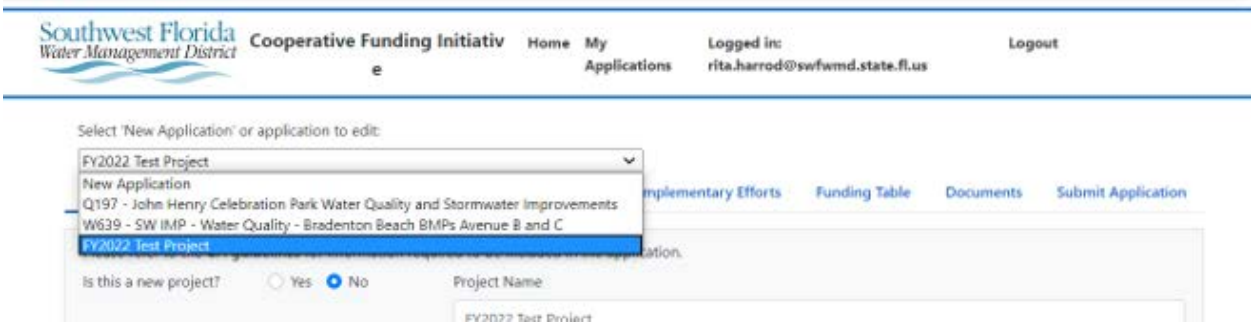


Upon successfully submitting, Applicants will receive a confirmation email. The confirmation will be sent to the email address entered on the Application tab.



SUBMITTING MULTIPLE APPLICATIONS

To submit multiple applications, use the “New Application” dropdown, select New Application. A new application form will display. Follow the same instructions seen in “Starting a New Application” Section. As a reminder, Applicants must complete the entire page, with a new project name, in order to Save & Continue. Applicants may switch between applications by using this dropdown.



Page Tip:

- Save all changes before switching to a different application or starting a new application.
- Each application stands alone and must be submitted individually. Applications cannot be submitted to the District in aggregate.